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# NASA Procedural Requirements

**NPD 1000.3B**

Effective Date: July 30, 2004

Expiration Date: July 30,  
2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)**Subject: The NASA Organization w/Change 25 (07/06/2006)****Responsible Office: Office of Human Capital Management**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |  
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## CHANGE HISTORY

| Chg # | Office/Center               | Date       | Distribution/Comments  |
|-------|-----------------------------|------------|--|
| 25    | Associate Administrator     | 07/06/2006 | <b>CHAPTER 4, MISSION STATEMENTS FOR OFFICES REPORTING TO THE ASSOCIATE ADMINISTRATOR -</b><br><br>4.2, Exploration Systems Mission Directorate<br>4.3, Space Operations Mission Directorate<br>4.4, Science Mission Directorate<br>4.5, Aeronautics Research Mission Directorate<br>4.6, Safety and Mission Assurance<br>4.7, Office of Program Analysis and Evaluation<br>4.10, Office of the Chief Engineer |
| 24    | Glenn Research Center       | 06/21/2006 | <b>CHAPTER 5, 5.3, GLENN RESEARCH CENTER -</b> A new directorate was established, Space Flight Systems Directorate, and the Plum Brook Management Office was elevated to report directly to the Center Director.   |
| 23    | Goddard Space Flight Center | 06/06/2006 | <b>CHAPTER 5, 5.4, GODDARD SPACE FLIGHT CENTER -</b> Organization chart change only. The Flight Programs and Projects Directorate was renamed the Flight Projects Directorate.   |
| 22    | Exploration Systems MD      | 04/05/2006 | <b>CHAPTER 4, 4.2, EXPLORATION SYSTEMS MISSION DIREICTORATE -</b> Update to organization chart only. Renamed Administration Office to Strategic Integration and Management Office.   |

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| 21 | Deputy Administrator               | 04/06/2006 | <b>CHAPTER 4, Organization Charts Only</b> - The organization charts for the Offices listed have been approved. The mission statements are still being reviewed/revised.4.9, Office of the Chief Information Officer4.11, Office of Institutions and Management4.13, Office of the Chief of Strategic Communications4.14, Office of the Inspector General4.15, Office of Security and Program Protection4.16, Office of the Chief Health and Medical Officer                                     |
| 20 | Stennis Space Center               | 03/14/2006 | <b>CHAPTER 5, 5.9, STENNIS SPACE CENTER</b> - The structure that was approved with Change 17 was submitted by SSC in November 2005 while the Center was still working on its organization structure. This organization chart change shows the completed process.   |
| 19 | Office of Human Capital Management | 03/14/2006 | <b>CHAPTER 5, 5.1, AMES RESEARCH CENTER</b> - The wrong chart was forwarded (by OHCM) with Change 17. This action submits the correct chart. The effective date of the approved/signed change remains Feb 6, 2006.   |
| 18 | Office of Human Capital Management | 02/06/2006 | <b>CHAPTER 2, THE NASA ORGANIZATION CHART</b> - The organization chart is being updated simultaneously with the release of the 2006 Strategic Plan.  |
| 17 | Associate Administrator            | 02/06/2006 | <b>CHAPTER 5, Organization Charts Only</b> - The organization charts for the Centers listed have been approved. The mission statements are still being reviewed/revised.5.1, Ames Research Center5.2, Dryden Flight Research Center5.3, John H. Glenn Research Center at Lewis Field5.4, Goddard Space Flight Center5.5, Lyndon B. Johnson Space Center5.6, John F. Kennedy Space Center5.7, Langley Research Center5.8, George C. Marshall Space Flight Center5.9, John C. Stennis Space Center |
| 16 | Associate Administrator            | 01/30/2006 | <b>CHAPTER 4, Organization Charts Only</b> - The organization charts for the offices listed have been approved. The mission statements are still being reviewed/revised.4.2, Exploration Systems Mission Directorate4.3, Space Operations Mission Directorate4.4, Science Mission Directorate4.5, Aeronautics Research Mission Directorate4.6, Office of Safety and Mission Assurance4.7, Office of Program Analysis and Evaluation  |
| 15 | Dryden Flight Research Center      | 09/27/2005 | <b>CHAPTER 5, 5.2, DRYDEN FLIGHT RESEARCH CENTER</b> - This change updates the organization chart only. The mission statement remains the same.  |

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| 14 | Institutions and ManagementNSSC | 08/26/2005 | <b>CHAPTER 5, 5.11, NASA SHARED SERVICES CENTER (NSSC)</b> - This change adds the mission statement and organization chart for the NSSC. The Table of Contents and Chapter 1 were updated as appropriate  |
| 13 | Kennedy Space Center            | 08/01/2005 | <b>CHAPTER 5, 5.6, JOHN F. KENNEDY SPACE CENTER</b> - This change updates the organization chart only to change the name of two offices. The mission statement remains the same.  |
| 12 | Institutions and Management     | 07/29/2005 | <b>CHAPTER 4, 4.11, INSTITUTIONS AND MANAGEMENT</b> - This change does not update any of the modifications currently being made to the Institutions and Management mission/organization. Instead it is only being updated to show the addition of the Chief Health and Medical Officer functions. The full mission statement will be modified at a later time.  |
| 11 | Chief Strategic Communications  | 07/25/2005 | <b>CHAPTER 4, 4.13, CHIEF OF STRATEGIC COMMUNICATIONS</b> - Updates mission statement and organization chart to include the Chief Education Officer, thereby removing the mission statement and organization chart for the Chief Education Officer from 4.7 from the TOC, as well as within the directive. The Chief Education Officer mission statement was approved on May 2, 2005 but not validated by the new AA until now. |
| 10 | Langley Research Center         | 07/19/2005 | <b>CHAPTER 5, 5.7, LANGLEY RESEARCH CENTER</b> - Updates organization chart. Mission statement remains the same.  |
| 9  | Chief Information Officer       | 05/18/2005 | <b>CHAPTER 4, 4.9, OFFICE OF THE CHIEF INFORMATION OFFICER</b> - Updates mission statement to move CIO office from not only managing NASA's IT investments but includes the responsibility for ensuring all IT investments are in alignment with the Agency's priorities. (organization chart remains the same)   |
| 8  | Institutions and Management     | 05/05/2005 | <b>CHAPTER 4, 4.8, OFFICE OF THE CHIEF FINANCIAL OFFICER AND 4.11, OFFICE OF INSTITUTIONS AND MANAGEMENT</b> - This change moves the functions of the Offices of Procurement and Small and Disadvantaged Business Utilization from the Office of the Chief Financial Officer to the Office of Institutions and Management. The organization charts were updated with Change 6.  |
| 7  | Strategic Communications        | 04/29/2005 | <b>CHAPTER 6, 6.2, FEDERAL ADVISORY COMMITTEE ACT (FACA) COMMITTEES</b> - Updates the list of committees (17 new committees added and 2 removed).   |

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|---|---|------------|--|
| 6 | Institutions and Management             | 04/19/2005 | <b>CHAPTERS 2 AND 4, ORGANIZATION CHARTS</b> - New organization charts created for Headquarters, the Office of the Chief Financial Officer, and Institutions and Management to document move of Procurement and Small and Disadvantaged Business Utilization as outlined in March 15, 2005 memo from Acting Administrator. |
| 5 | Exploration Systems Mission Directorate | 03/10/05   | <b>CHAPTER 4, 4.2, EXPLORATION SYSTEMS MISSION DIRECTORATE</b> - Organization chart change approved in September 2004 as a follow on to the transformation updates; however, it was just discovered that the change had not been updated in NPR 1000.3B.   |
| 4 | Institutions and Management             | 03/01/2005 | <b>CHAPTER 4, 4.11, INSTITUTIONS AND MANAGEMENT</b> - Infrastructure, Management, and Headquarters Operations Office name changed to Infrastructure and Administration Office. Administrative changes made throughout NPR 1000.3B to change name.  |
| 3 | Institutions and Management             | 02/10/2005 | <b>CHAPTER 4, EDITS TO 4.4, 4.7, and 4.13</b> - 4.4, Science Mission Directorate and 4.7, Office of Chief Education Officer, updated organization charts; 4.13, Office of Chief of Strategic Communication updated their mission statement.  |
| 2 | All Centers                             | 11/24/2004 | <b>CHAPTER 6, CHARTERS FOR COUNCILS, COMMITTEES, BOARDS AND PANELS</b> - As a continued effort towards the Agency Transformation, all of the charters were reviewed and updated  |
| 1 | All Centers                             | 9/20/2004  | <b>CHAPTER 5, MISSION STATEMENTS AND ORGANIZATIONAL CHARTS FOR CENTERS AS WELL AS TECHNICAL AND SERVICE SUPPORT CENTERS</b> - As a continued effort towards the Agency Transformation, all Centers (including the NESC) updated their mission statements and organization charts.  |

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